



**U.S. Department of Agriculture  
Rural Development**

**FEDERAL CAREER INTERN PROGRAM OPPORTUNITY**

The United States Department of Agriculture, Rural Development, is currently hiring for the following Federal Career Intern Position

Announcement Number: FCIP-STL-08-IT

Position Title: Information Technology Specialist – 3 Positions

Series and Grade Level: GS-2210, Grade 5, 7, 9

Salary Range: \$29,726 – \$45,040

Full Performance Grade Level: GS-12 (Currently \$65,315)

Opening Date: September 22, 2008

Closing Date: October 21, 2008

Position Location: Technology Support and Capacity Management Branch, St. Louis, Missouri

Relocation expenses and/or relocation incentives are not authorized

**Information Technology Specialist (Federal Career Intern Program)**

**Rural Development Profile**

Rural Development (RD) is the U. S. Department of Agriculture's (USDA) agency that is committed to helping improve the economy and quality of life in all of rural America. Through our programs, we touch rural America in many ways. Rural Development Mission Area includes Housing and Community Facilities Programs, Business and Cooperative Programs, Utilities Programs, and a widely dispersed field office structure of 47 State Offices.

Rural Development is seeking a bright and motivated individual who is interested in performing a variety of assignments which supports the mission and vision of the Department of Agriculture.

**What is the Federal Career Intern Program**

The Federal Career Intern Program (FCIP) is designed to attract college graduates and experienced professionals interested in careers with the Federal Government. Individuals are appointed to a two-year paid internship program which provides training, development, and

valuable full-time on-the-job work experience. FCIP interns may be promoted to higher grade level when administrative and qualification requirements have been met, but not beyond the established promotion potential of the position. Upon successful completion of the program, interns may be eligible for conversion to a permanent position without further competition. An intern who does not perform successfully or progress sufficiently during the program may be separated at any time.

### **Key Highlights of the Administrative Career Intern Program**

- Full-time, 2-year Excepted Service Appointment;
- Core Career Development Training;
- Rotational assignments to gain on-the-job experience;
- A mentor to assist in career development and growth;
- Intern may be promoted while in training and learning;
- Upon completion of the 2-year internship period, the incumbent may be non-competitively converted to a career or career-conditional appointment;
- Benefits

### **Position Information**

This is an Information Technology (IT) Specialist trainee position. The incumbent participates in an organized developmental program designed to prepare him/her to assume the responsibilities of an IT Specialist. The intern will perform progressively more duties with decreasing oversight as knowledge and skills are developed. The intern's developmental work assignments will provide exposure to information technology principles and standards to perform day-to-day support of Information Resources Management (IRM) technology resources in both mainframe and mid-range/web server environments. The positions will be exposed to various IT functions performed within the organization that includes configuration management, help desk support, application administration, capacity management, cost management, database administration, data administration, and general customer support.

### **Qualifications**

Applicants must meet the OPM qualification requirements for GS-2210-IT positions.

**GS-5:** 4-year course of study leading to a bachelor's degree or possess a bachelor's degree

OR

A combination of the education and the experience listed below

One year of work experience: Monitors, collects and analyzes input/output data; resolves partial system failures (hardware or software); runs program dumps for software malfunctions; maintains records of program and data; directs the transfer of program and data files; translating detailed logical steps into language codes; or interviewing subject-matter personnel on work

processes and developing flow charts, performing work as a computer assistant, program analyst or other positions that required the development or adaptation of computer programs.

**GS-7:** Successful completion of a full 4-year course of study leading to a bachelor's degree with a cumulative GPA of 3.0, OR 1 full year of graduate level education in a field listed below, which provided the knowledge, skills, and abilities necessary to perform the work;

OR

A combination of the education and experience listed below

Specialized Experience: One or more years of specialized work experience in the performance of tasks such as: translating detailed logical steps developed by others into language codes that computers accept where this required understanding of procedures and limitation appropriate to use of a programming language; interviewing subject-matter personnel to obtain facts regarding work processes, and synthesizing the resulting data into charts showing information flow; work involving the planning and delivery of customer support services, including installation, configuration, troubleshooting; preparing documentation on cost/benefit studies where this involved summarizing the material and organizing it in a logical fashion.

**GS-9:** Master's or equivalent graduate degree or 2 full years of progressively higher level graduate education, leading to such a degree or LL.B. or J.D., if related;

OR

One year of specialized experience equivalent to the GS-7 level;

OR

A combination of education and experience.

**For all of the above grade levels - required major fields of study:** Computer science, information science, information systems management, mathematics, statistics, operations research, or engineering, or course work that required the development or adaptation of computer programs and systems and provided knowledge equivalent to a major in the computer field.

#### **General Eligibility**

- U.S. Citizenship;
- Bachelor's or Graduate Degree from an accredited college or university, recognized by the U.S. Department of Education, and with an overall college GPA of 3.0 or better;
- Possess exceptional work experience in combination with education;
- Applicants who will complete all of their degree requirements within six months may also apply;
- Diverse professional experiences, training, and competencies;
- Demonstrate leadership potential and community service.

**Suitability and Clearance Requirements:** A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for non-appointment.

## **HOW TO APPLY**

- Letter of Interest;
- Optional Application for Federal Employment (OF-612): Can be found online at [http://www.opm.gov/forms/pdf\\_fill/of612.pdf](http://www.opm.gov/forms/pdf_fill/of612.pdf). Your application must include related work experience, training, education, and awards, if any;
- Resume;
- An **official** copy of college transcript(s);
- USDA Career Intern Program Application Form: Can be found online at: <http://usda.gov/da/employ/CareerInternApplication.htm> or at <http://www.usda.gov/da/employ/CareerInternApplication.pdf>.
- For applicants Claiming Veterans' Preference: Form DD-214 or other official documentation from a branch of the Armed Forces or the Department of Veterans Affairs (VA). Eligibles claiming 10-point-point preference must also submit an Application for 10-Point Veteran Preference, SF-15, along with the required documentation listed on the back of the form. (For more information of Veterans' programs, please see the VetsInfo Guide).

**DEADLINE FOR APPLICATION:** To apply for this opportunity, all of the following application materials must be received by Tuesday, October 21, 2008, at 11:59 p.m.

The complete application package should be submitted to:

Bernadette Miller  
Rural Development  
Federal Career Intern Program Coordinator  
1400 Independence Avenue, S. W.  
Mail Stop 0730  
Washington, D. C. 20250-0730  
(202) 692-0267 - FAX  
Or by e-mail: [Bernadette.Miller@wdc.usda.gov](mailto:Bernadette.Miller@wdc.usda.gov)

**NOTE:** Universities may submit official transcripts to the above mailing address.

## **EEO Statement**

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factors.

## **Reasonable Accommodation Policy Statement**

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

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